



INSTRUCTIONAL MEDIA SERVICES

Mission Statement

The Department of Instructional Media Services, located in M-174, serves the academic program under Academic Affairs. The primary mission of this department is to produce and provide resources and services to classes as they utilize media and technology for educational purposes. Media Services aims to provide assistance in media technology implementation and operation, and to arm faculty and staff with the technological tools and abilities of teaching by way of modern technology systems. Toward this effort, the department will produce or assist in the production and/or postproduction of media materials and delivery via online systems or physical media. The Media Center will utilize student participation in the production and facilitation of media and resources to enhance both the productivity of the department and the student's knowledge of current technology through experience while earning credit toward his/her educational goal.

Priority of facilitating the media requirements for programs and departments of the college will fall second to educational purpose of classes and curriculum programs. Instructional Media Services provides expertise regarding the integration and implementation of media technologies to be used in academic programs, which include recommendations and responsibilities for keeping the college's educational technology infrastructure current, Smart Classroom technologies, web and immersing multimedia technologies, and new methods of media delivery that are conducive to the needs and accessibility of the student population.

Department Resources

- Smart Classrooms, Media Theaters, and related systems used in the delivery of electronic media.
- CCCSAT and analog C-Band Satellite Downlink capability in the Library and Learning Resources Center
- Electronic media management & distribution equipment (over IP)
- Teleconferencing and IP Videoconferencing equipment
- Nonlinear Editing Station and associated multimedia software for media production
- Equipment for Closed-Caption preservation within digital media delivery systems

Department Services

- Delivery and operation of electronic media systems
- Planning of new equipment acquisitions for the campus, including needs assessment and quotes
- Production of educational media for the academic program
- Equipment and software training for faculty and staff to utilize current classroom technology to enhance instruction, such as Smart Classroom technologies and distance education platforms like Moodle and KZO Network
- Routine maintenance and assistance of the operation of electronic media delivery systems
- Maintenance and delivery of accessibility equipment for presentations, such as head-worn audio receivers
- Collaborative planning with departments such as DSPS and EOPS to ensure student accessibility
- Setup and operation of public address systems for the campus.